

PROCEEDINGS OF BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on: Monday, April 17, 2017

Board Members Present: S. King, B. Clancy, J. Mitchell, L. Franke, R. Osgood

Others Present: D. Zadnik, A. Nizzia, C. Maricque, J. Driessen

Call to Order – The meeting was called to order by S. King at 3:30 PM.

1. Action Item: Approval of March 20, 2017 and March 23, 2017 Board Minutes

Motion made by J. MITCHELL, seconded by R. OSGOOD, that the minutes from the March 20, 2017 and March 23, 2017 Board meeting be approved. MOTION CARRIED UNANIMOUSLY.

2. Action Item: Approval of Agenda

Motion made by J. MITCHELL, seconded by L. FRANKE, that the agenda for today's meeting be approved. MOTION CARRIED UNANIMOUSLY.

3. Action Item: Donations

The donations were reviewed. Larry Franke was thanked for his contribution to Lions Camp.

Motion made by R. OSGOOD, seconded by L. FRANKE, that this month's donations be approved. MOTION CARRIED UNANIMOUSLY.

4. Action Item: Payment of Bills

L. Franke asked what the purpose was for payments to MJ Care. MJ Care was our Medicaid billing vendor. The payment was for their billing services for the 2015-16 school year. The payment was being held until all billing was complete and required reports were forwarded by MJ Care.

Motion made by L. FRANKE, seconded by R. OSGOOD, that the payment of the bills be approved. MOTION CARRIED UNANIMOUSLY.

5. Action Item: Financial Report

An update of the February financial statements was provided. The final payments to MJ Care were noted.

Motion made B. CLANCY, seconded by J. MITCHELL, that the financial report be accepted. MOTION CARRIED UNANIMOUSLY.

6. Action Item: Budget 2017-18

The 2017-18 proposed budget was reviewed. Initiatives highlighted for the next school year included the new student information system and sub-calling system. In addition, a housekeeper position is being requested to clean the building.

The requested levy is expected to increase by about \$61,000. Since the CESA staff have transferred to BCCDEB, the categorical aid is expected to increase, but this will be offset by a decrease to the CESA –transit of aids. The districts have also agreed to increase their payment of services with IDEA funds, so the district flow thru is expected to increase by over \$100,000.

The increase in salaries can be attributed to a full year of the CESA staff transfer, expected salary increases, an additional .8 FTE Occupational Therapist, a Housekeeper, and the expected increase in salary for the new Administrator. There is a slight decrease in insurances due to premiums and usage. Purchased Personal Services is expected to decrease due to a decrease in cost for Medicaid billing services and reducing the Food Service contract budget to be more in line with the actual costs. Computer software increase is attributed to the new student information system and the sub-calling system. The budget for pupil transportation was reduced for the district students to be more in line with actual costs. The budgets for CESA have decreased due to the transfer of employees to BCCDEB. The budgeted equipment purchases include a new tractor, benches, and a rooftop air conditioner unit. The use of fund balance relates to one time expenditures such as the equipment purchases, costs for software implementations, and expected retiree VEBA contributions.

Motion made by R. OSGOOD, seconded by B. CLANCY, that the budget for the 2017-18 school year be approved. MOTION CARRIED UNANIMOUSLY.

7. Action Item: Policy 3.09 – Sick Leave

The change of the word system to school that was made at the March Board meeting was noted. This was the only change to the first reading of the policy.

Motion made by R. OSGOOD, seconded by L. FRANKE, that the changes in Policy 3.09 – Sick Leave, Second Reading, be approved. MOTION CARRIED UNANIMOUSLY.

8. Action Item: Cleaning Services

D. Zadnik reviewed the cleaning service memo that was included in the agenda. After review of cleaning service companies, it was determined that hiring a housekeeper position would be the best option to clean the school. Brown County's housekeeper positions were reviewed to determine the wages for the position. Brian Kohls was recommended for the position.

Motion made by R. OSGOOD, seconded by J. MITCHELL, that the recommendation for cleaning services be approved. MOTION CARRIED

UNANIMOUSLY.

9. Action Item: Automated Substitute Staff Calling System

The substitute calling system being requested is used by other schools in the area, so the vendor will notify substitutes in the area that Syble Hopp is in need of substitutes. This should broaden our pool of subs and allow are vacancies to reach more individuals.

Motion made by L. FRANKE, seconded by J. MITCHELL, that the contract with Frontline to automate the substitute staff calling system starting in the 2017-18 school year be approved (\$6,785).

10. Discussion Item; Excess Courtyard Funds

Due to savings in the Courtyard project and donations for electrical work, there will be about \$375,000 in excess funds for the Courtyard project. After a maintenance account is set up for the Courtyard, the remaining excess fund may benefit other maintenance projects for the school. Projects suggested for review are the entry way to the school, the gym floor, HVAC and flooring in the high school wing, security cameras, LED lighting, and a pool pump.

A maintenance fund endowment will need to be established. All funds are currently held in a separate bank account. S. King will contact donors to ensure that they are in agreement with the use of any excess funds.

11. Discussion Item: Administrators' Report

A meeting was held with the districts to discuss the payments to Syble Hopp from their IDEA funds. Although the BCCDEB serves the districts' students with disabilities, we are not able to receive IDEA funding through the State. Only districts are eligible for IDEA funding. At this time we receive \$421/student from four schools which is about 1/3 of the amount that they receive per student with disabilities. We requested that this amount be increased to \$1,000/student attending Syble Hopp for all schools that have students attending Syble Hopp. Districts were receptive to the increase and also thought that it would be helpful if we met as a group annually.

We are preparing for graduation on May 11th. There will be 16 student graduating and it will be held at the Swan Club. We are also preparing for the SOAR summer camp. There will be 3 two week sessions.

Syble Hopp received the fourth annual St. Vincent DePaul Society Francis McLoughlin Community Partner Award. The award recognized students' volunteer work at St. Vincent DePaul and Paul's Pantry. Todd Gehring accepted the award on behalf of the school.

12. Discussion Item: Parent Organization Report

Kris Brassil organized a Book Fair for the students which also included a health snack sale. The July Golf Outing is also being planned.

13. Action Item: Adjournment

**Motion made by R. OSGOOD, seconded by L. FRANKE, to adjourn at 4:14 PM.
MOTION CARRIED UNANIMOUSLY.**